

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Administrative and Neighborhood Services Manager	Job Family: 2
General Classification: Management	Job Grade: 42

Definition: To plan, organize, direct and coordinate the Neighborhood Preservation Program, the Council Neighborhood Committee, and the Federal and State Housing and Community Development Programs (CDBG and HOME). This position will assist the Community Development Director in the day-to-day administration of the department.

Distinguishing Characteristics: Receive general direction from the Community Development Director. Exercises direct supervision over other professional, technical and clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Oversee the administration of the City's CDBG and HOME Programs and the City's Inclusionary Housing Program (BMR); develop community development and housing assistance plans and present them to specific committees and the City Council.
2. Staff Council Neighborhood Committee and carry out neighborhood projects initiated by the Committee; coordinate and staff large community forums and prepare an action plan which addresses all the issues and concerns raised at the meetings.
3. Manage outside contracts for fair housing rental information and mediation and shared housing programs.
4. Establish and maintain liaison with various neighborhood associations, property owners, developers and general public to promote and facilitate the planning and execution of housing and neighborhood activities and projects.
5. Assist in the development of the City's Housing Element and other planning reports.
6. Research and secure new sources of State and Federal funding and grants to nonprofit agencies.
7. Assist in preparation of the department budget; monitor the division budget.
8. Provide assistance to the Community Development Director in the department's administration.

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9. Establish effective working relationship with all City departments on interdepartmental issues.
10. Prepare written and oral reports to the City Council and other public agencies or parties regarding housing or neighborhood projects.
11. Negotiate and administer contracts and other related documents between the department and consultants, contractors and developers.

Minimum Qualifications:

Knowledge of: Applicable Federal, State and local laws impacting housing, community development and public improvements; principles and practices of organization administration, budget and personnel management; economics of real estate, housing and community development; principles of Federal Community Development Block Grant Program (CDBG) and HOME and Low-Income Tax Credits; effective public and community relations techniques; grant application procedures and practices; oral and written communication skills; principles of supervision; computer operation and software applications.

Ability to: Plan, develop, manage and promote complex housing and community development programs and projects of highest quality; interpret, apply and explain laws, codes, policies and procedures; supervise, train and evaluate professional, paraprofessional, technical and clerical staff; plan and direct the operations of complex programs; prepare grant applications per established procedures; establish and maintain effective working relationships with individuals and citizens, groups, businesses and other external agencies; communicate effectively orally and in writing; assume management and administrative responsibility for highly diverse staff and functions in the department; make effective presentations; and operate a personal computer and applicable software applications.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of progressively responsible administrative or management experience in urban planning, community development, housing, redevelopment, Community Development Block Grant (CDBG) or a related field. CDBG management is highly desirable. A bachelor's degree in a closely related field and a master's degree is desirable.

Required Licenses or Certificates: Possession of or ability to obtain a valid California driver's license.

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Revised

CLASS SPECS

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